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**SUMMARY KEYWORDS**

pilot, application, project, work, questions, next slide, team, funding, webinar, provide, grant, partners, process, community, transportation, include, developing, defined, pilot project, emailed

00:30

Good afternoon, and welcome to the NCMM 2024, ready to launch pre application webinar. I'm Bill Wagner, Deputy Director for the National Center for Mobility Management. Our purpose today is to offer you some guidance as you and your team, plan and prepare and submit an application for funding for our ready to launch program. Few details before we start, I want to let you know that this webinar is being recorded and will be posted on the ready to launch page of the ncnm website after completion. The NCMM website can be found at the National Center for Mobility management.org all one word shortcut could would be NC the number four mm. For those that have joined us today, you are in the listen mode only. Please submit any questions you may have in the chat as we go along. And at the end, we'll try to answer all the questions that have come up. We will be posting questions and answers at the end of the website are on our website as well. Captioning for this webinar is also available by clicking the button at the bottom of your screen.

02:12

The National Center for Mobility Management is a technical assistance center funded by the Federal Transit Administration FTA. I would like to thank FTA if there's anyone from FTA on the webinar, for the opportunity to work with them and to offer this funding for the pilots and the chance to do this work. Our principal goal at ncmm is to provide Person Centered mobility strategies that provide cross sector work promoting improved health, economic vitality, self sufficiency, community develop and or overall improved quality of life. Also important to mention that we partner with Easter Seals and APA for the NCM work.

02:56

Next slide. Today's webinar agenda will include will help understand the goals for the ready to launch pilot program. Review the application project eligibility and process, look at pre application activities and discuss what should go into that a little. We also provide key components for successful grant proposal. And as I mentioned, we will be responding to questions at the end and posting them on our website as well.

03:30

Next slide. So the goals of are ready to launch grant is to allow communities to pilot an innovation, innovative transportation solution to an underserved to underserved community members. We want to enable communities to test the feasibility of this transportation solution in real world applications. Take it from the concept stage to actually test it in real and real applications. We will assist communities in preparing to seek funding for full scale rollout of this solution. This is a pilot or a demonstration grant, not a sustained sustainable funding solution. So part of our goal would be to help you identify that step and will guide you in collecting the data that will help you apply for that sustainable funding to continue to work for long term implementation. And as I mentioned, we're providing technical assistance throughout the whole pilot phase from start to finish.

04:46

Next slide please.

04:54

Some key facts in applic about the application there will be for applicants selected or chosen for funding support up to not to exceed $75,000. Expenses are eligible expenses include personnel cost of the pilot activity, transportation costs, meeting expenses, integration of Tecton. No capital purchases are eligible expenses for this, no buses, bus garages or any anything like that. Project being the project being proposed is a pilot or demonstration project, it should be a new idea or service that reflects local needs, and not the expansion of an existing service.

05:45

Next slide. In the RFP is states to the timeline we want to review. We've released it October 5, as you guys have known today, we are doing our webinar applications are due on November 17, at 11:59pm. If you'd like to procrastinate, they are accepted for that reach out applications must be emailed to reckley@ctaa.org. And I also suggest if you are emailing it, when you email it that you send a follow up email just letting them know that you have sent that we have had applicants or some of our clients actually end up in a spam folder and to be found the next day or something. So give will a heads up that you sent the application. After we received the application is November 17. They will be reviewed internally and go through our review process for selects for selected applications will be sent on to FTA. for final approval. We anticipate the beginning of the project and award announcements. end of January beginning of February. The contract will be ended ending all pilot activities and must end on December 31 of 2024. There will not be any extensions.

07:22

Next slide. Now we'll talk a little bit about the process. To start out I'd like to talk about the eligible applicants. Any organizations applying for this funding must be eligible recipients or sub recipients of Federal Transit Administration funds under the US code sections 5307 5310 or 5311. Eligible organizations can be state or local government authorities, nonprofit organizations and operators of public transit. lead organizations must be registered in the SAMS System for Award Management database and provide their unique identity unique entity identifier you ei within your application. Teams that have previously received an NC mmm ready to launch grant are not eligible to apply for this opportunity. We do this for you one time. Next slide please. Some key elements of the application as I mentioned it is a pilot or demonstration project, it must be a new idea or new service. The project needs to reflect local needs not just an expansion of an existing service is the pilot should clearly address transportation equity with regard to the effect that Transportation Planning and Investment and operations have for low income elderly individuals and people with disabilities or underserved individuals. Teams must submit a detailed operations plan on how the pilot project will be implemented.

09:18

Next slide please. Some key elements of the application through our experience we have learned a successful projects have certain key elements. Our experience with the human centered design process is shown your application should demonstrate that in developing your pilot project your team followed a process similar to or the human centered design process that involves these activities. We are looking for you to show how you have implemented primary research within your targeted population, how you gathered secondary data related to the focus area that you are focusing on. You want to see that you've developed insight from the data that you gathered, and directly that directly informed the development of this pilot project, and that you vetted the key concepts of the pilot with your target target audience.

10:31

Next slide, please. And just again, a reminder, any questions, please add them to the chat. We now will talk about the makeup of your team, the applying organization should have a team lead, this team lead will be the primary contact for NCMM. You will convene a team set up meetings maintain the team's momentum during the project. We're looking at almost a year long project, very intensive research, planning and implementation. And we want that team lead to be someone that can can motivate the team to do that. We're looking for a team or for applying organizations to have an advisory committee a multi sector community based advisory group. And we strongly encourage you to include end users of your service of the pilot. Also, in your application, you should list essential partners. And one example I had of you know, essential partners, we I was working with a group in Ohio on a pilot project that was looking at developing an on demand transportation service to add to their fixed route system. And one of the essential partners they had was a company called shared mobility, they weren't used going to be using shared mobility technology in their on demand system. So including them in your application, any planned essential partners that you will be working with that are vital to the pilot.

12:24

Next slide. All applications should contain the following should identify the following parts. We will be looking for the challenge area that you have chosen. listed in the RFP we'll see we're looking for pilots that could address access to economic opportunity that could be something as training workforce jobs education, we're looking for at projects that may access healthcare related destinations or access to community and peer support opportunities, substance abuse, peer recovery groups, behavioral health peer groups, something such that as that and the last will be any pilot that would address other social determinants of health not listed above.

13:28

Next slide please. We want your application to highlight a focus question simply put this is your team explaining in a clear clear defined sentence the problem statement that you chose to focus on in your planning and testing for your solution. Um, this will be you know, as I said the focus question, key thing is to be you know, focused and it should be actionable.

14:07

Next slide. We are requesting in your application that you define your community. Community may include formal formally defined such as a county and city a town or in formerly defined region, tribal nation, multi county region, single county, city, town or neighborhood report. Be sure that your community presents a manageable scope for the project, keeping in mind your resources, your time, the length of time for this pilot and the funding. Next slide, please.

14:49

Bill I'm just going to interject for one moment to say that the closed captions are not currently working, but there will be a transcript provided on our website when We that's the video.

15:03

Thank you sage, and I apologize for that. I believe we are on slide 15. defining your target audience, your pilot should be directed to a very distinct clearly defined target population. We want you to explain why you chose that population and what their needs consist of. Your pilot will demonstrate how the population is currently or your application and should say will demonstrate how the population is currently underserved. Examples could be income status, minority status location. I spoke earlier about the pilot in Ohio, they were looking at serving populations that weren't currently served by their fixed route system.

16:00

Software important to consider your team that you're working with their experience the makeup, how that came together, when you're defining your target audience always helpful to have a team that has experience dealing with that particular lens.

16:17

Next slide, we're going to a little bit about the process for developing your your private project. It is important in your application that you fully describe the process used to develop the project, how that project will meet the key components that we discussed earlier, how it's going to address the issues that your research has found, how it will address the targeted population and how you vetted the project. This can be done in both written descriptions as well as visual presentations. Next slide is.

17:06

Your application must show team commitment letters. These letters should provide the basic information include essential partners, contractors, advisory committee members, but more importantly, the commitment letter should be written by the partner, not a template that you have developed and passed around and just collected signatures for we want to know why the partner wants to participate in the project, what role what are they bringing to the table, and what outcomes are most important to the partner organizations for being involved with this pilot. statements that have been clearly duplicated and simply signed by team members will not be accepted. We really want these letters to show why they are committed to the project.

17:56

Next slide, please. Performance met metrics. One of the things that's really one of our goals mentioned early and really important to us is that this project slows the feasibility of this and sets you up for long term sustainability and future funding. One of the vital tools in that is your metrics. We want you to provide baseline data that will demonstrate the scope of the problem as it relates to your focus. It's not necessarily rights, it's more about results of the rights. We want you to describe your expected outcomes from the testing of the solution and a general description of how it proposed this to measure these outcomes. Again, not necessarily writers maybe it's about the destination and the outcomes, the impact of the work for executives, excepted teams and NCMM staff will work with a team to further refine performance metrics. And look at what the team is learning about customer that tation, operational feasibility and financial viability, but we really want to help you take the next steps to continue this and roll it out into a permanent action. Next slide. And I believe we are at the question states says Do we have questions in the chat?

19:31

We do. Our first question is whether the is the grant specifically oriented towards freight delivery or can it also encompass passenger transport?

19:47

I'm sorry, could you repeat that one more time?

19:51

Is the grant for delivery kinds of services or is it for passenger transport?

19:58

This is This project should be about transportation of people and meeting people's needs not delivering goods, an AMI, if I miss speaking, please step in.

20:20

And is it possible for academic institutions to apply for this grant?

20:26

Yes.

20:29

Wonderful. And,

20:32

again, the requirements if they're registered with Sam's. And they can provide us with the UI. UI UI. Yes.

20:47

Well, and somebody wants to know, if we have more than one idea or project, can we submit more than one application?

20:59

Wow, we have an ambitious group. Amy, is there's no limit is the number of applications an entity can submit is

21:09

no, no, no limit whatsoever.

21:15

Another question, would a training program fit within the scope of this grant?

21:19

A training program within scope? Yes. But yeah, going back to our economic vitality, vitality, training, workforce development, education, all of that could meet eligibility. Wonderful.

21:41

I suppose it depends on what kind of training program you're thinking about. But I would refer you back to the RFP, where it lists eligible expenses. And see if that fits within what you're thinking, Oh, training for drivers? Probably not. That's a straight up operational expense. It's not a pilot program. Yeah.

22:09

Somebody wants to know, the application instructions has word limits for some of the fields, but not all of them. Do all of the fields have word limits? I think we could probably go back and look at that and post details on our website.

22:26

I think the word limits are where their narrative requests, and we didn't bother putting in Word limits where we didn't anticipate someone to give us really long narrative.

22:40

Okay, that's all the questions that I've seen so far. Does anybody have anything else?

22:54

I will remind you that today's webinar, and any additional questions can be emailed or today's questions will be posted from the webinar. Any additional questions can be emailed to will rectly at rectly that are directly@cta.org. And they also will be included on the webpage.

23:18

Wonderful. One more for you, Bill. Can we ask slash answer more than one challenge question?

23:28

Can I'm sorry, repeat that again.

23:31

So sage, I actually have put an answer in the chat on that.

23:36

Yes. It's been re asked,

23:38

re asked. Why don't we unmute Kathleen and have her post? State the question orally?

23:49

Yes. Give me one moment. Okay, Kathleen, border if you would like to elaborate on that?

24:02

Sure. I didn't see the answer that was posted in the chat. There was a slide early on that talked about answering challenge questions, and our proposed project could actually ask an answer multiple questions.

24:18

Oh, that's fine.

24:23

Okay, thank you.

24:25

Thanks, Kathleen. And then another question. Does the planning process require the prototyping of more than one solution?

24:38

Yeah, Amy, I'll let you. Explain that better than me.

24:44

Sure. So, Mark. Yes. The whole point is that you should have options during the testing phase, to make sure that you are responding to the different design criteria you come up with, but that you've also respond to different aspects of the problem. So, yes, but since this is a pilot grant, we just want to know the process you used to come up with the potential project.

25:28

I have an example that might help clarify this. We were working with a project and the initial concept, our idea was to address food security. And during the research phase, we came up with other possible ways or other possible needs that could be met. And if we didn't test those theories, we may have gone down the wrong path, and really attempted to solve a problem that was not the real problem at hand. I don't know if that helps at all. testing different theories. Absolutely. is critical to providing either proper guidance in your project.

26:17

Wonderful, he says it does help. And then another question, can this funding be used for planning and needs assessment of another pilot project?

26:33

If I click this button, does it show you the question?

26:36

No. The answer is no. This is not a planning grant. We have those as well. This is clearly a pilot. So we'd expect you to have completed any kind of planning process. This is by as the name indicates these are ready to launch. So these are actual pilot projects.

27:01

Okay, that is the last of the questions that I see. If anybody has any more, please type them pretty quickly because I think we are about done. If you think of questions afterwards, you can email. We'll Rackley whose email is on the screen. And all emailed questions will be posted on the same website that all of this video and the transcripts will be on. And I'm not getting any more questions.

27:40

Thank you for joining us today and good luck.